

Office Memorandum / ~~CONFIDENTIAL~~ UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 7 March 1956

FROM : Chief, Assessment and Evaluation Staff

SUBJECT: Weekly Report #10
Assessment and Evaluation Staff
29 February - 6 March 1956

I. SIGNIFICANT ITEMS. None.

II. OTHER ACTIVITIES.

A. Office of the Chief.

1. Chief, A & E, returned on 5 March from a one-week trip concerned with long-range recruiting aims.

25X1 2. [] Deputy Chief, A & E, conducted a case discussion of a
25X1 25X1 human relations problem in the Management Course, on 1 March.

3. A proposal for the extension and renewal of Contract [] with
the [] through the [] has 25X1
been received and will be processed. 25X1

4. [] EE Division, spoke to the Staff
on 29 February on the qualifications for a case officer. [] gave one
of the best talks on this topic that we have thus far heard. 25X1

B. Assessment Branch. 25X1

1. [] conferred with [] concerning
progress of the JOT Field Testing Program and matters of coordination between
A & E, PPD, SRB, and Chief, JOTP. 25X1

2. As of 2 March 1956, 58 reports on field tested JOT applicants had
been forwarded to Chief, JOTP.

C. Testing Services Branch.

1. Testing activities in the Testing Services Branch were substantially
reduced during the past week because of the relocation of the Branch office
and testing areas from Curie Hall to Quarters Eye. The current mailing
address for the Branch is Room 2611 Quarters Eye. The telephone extensions
are the same: [] 25X1

25 YEAR RE-REVIEW

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D. Training Evaluation Branch.

25X1 1. A meeting was held with [] to determine procedures to be followed in terminating the enrollment of individual students in the Operations Course. A similar type of discussion was held with Chief, OS, during the same period.

25X1 2. Chief, Training Evaluation Branch, met with Senior Staff Training Officers, DD/P, and division personnel concerned to discuss in detail two student cases in the Operations Course. Enrollment of both students has been terminated. The discussion also covered additional training, testing and assignments for the two individuals.

25X1 3. [] Consultant, was at [] from 29 February through 2 March to work with [] in developing and reviewing evaluation material for the Operations Course.

25X1 4. On 1 March, [] began the first phase of his preparation for assuming responsibility for the evaluation program at [].

25X1 5. Chief, TEB, met with the operating division training officers, DD/P, to discuss with them development and use of training evaluation reports.

25X1 6. [] AH/OS, provided [] with materials from the Staybehind Operations Course, in preparation for intensive work on evaluation in that program.

7. A meeting was held with the Acting Chief Instructor, BOC, to discuss (a) proposed revision of the BOC Waiver Test, and (b) the possible value of a study to identify the characteristics of over-achievers and under-achievers in the BOC. Work on a revision of the Waiver Test has already been initiated, and further consideration will be given to (b) above.

8. A conference was held with instructors of the CE Operations Course to plan evaluation procedures to be used in that course.

25X1 9. A meeting was held with [] to discuss item analysis and selection techniques to be used on tests given in the Operations Support Course.

25X1 10. [] met with [] Clerical Refresher Course, to discuss with them procedures followed by the Branch in disseminating training evaluation reports to all components of the Agency and to suggest to them some standard procedures to follow in preparing training evaluation reports for the Clerical Refresher Course.

III. PERSONNEL NOTES.

25X1 1. [] recently completed the Reading Improvement Course.

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